

# DriveScan User Guide

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## Welcome

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### Welcome

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## Overview

### Introduction

DriveScan File Explorer is a Windows desktop program to perform deep searches for files and folders across PC drives, portable storage and network shares. It helps you find, organize and perform bulk operations on files and folders no matter how large or complex the directory structure.

Use DriveScan when you need to:

- Find a missing document, file or folder buried somewhere in a maze of directories.
- Find all office documents, images, video or any other type of file, on your PC or corporate network.
- Scan company shared drives to report on the volume, type, size and last accessed date of files.
- Perform bulk move, copy, delete or archive operations on many files or folders.
- Print or export a folder structure to Excel when reviewing filing classifications or taxonomies.
- Quickly delete, copy or move files and folders which meet specific criteria.



### Key Features and Usage Scenarios

#### File Operations

- Scan entire drives or single folders to find every file.
- Easily find and move all files of a specific type.
- Sort, group, filter on any file attribute.
- Perform free-text keyword searches within results.
- Pre-filter by file extension when scanning.
- Save and load scan results to file (xml).
- Print or export scan results to Excel or CSV.
- Perform batch operations on multiple file results.
- Launch / open files directly from results.
- Bulk copy or move files to a new location.
- Bulk recycle or delete files.
- Bulk ZIP or archive files.

#### Folder Operations

- Quickly display entire folder hierarchies.
- Print or export folder structures to Excel.
- Sort, group, filter on any folder attribute.
- Save and load folder structures to file (xml).
- Perform batch operations on multiple folders.
- Open folders directly from results.
- Bulk copy or move folders to a new location.
- Bulk recycle or delete folders.
- Bulk ZIP or archive folders.

- Detailed logging during scanning (e.g. 'access denied') and for bulk file operations.

DriveScan is licensed by individual user with discounted company wide and educational options available.

For more information visit: [www.byteshift.co.uk](http://www.byteshift.co.uk) or email [support@byteshift.co.uk](mailto:support@byteshift.co.uk)

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## User Interface

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### User Interface

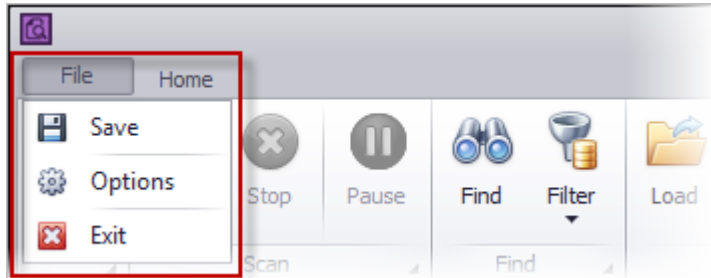
- [Tool Ribbon](#)
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## Tool Ribbon

### Tool Ribbon Reference

The following quick reference provides an overview for each menu and icon on the DriveScan tool ribbon. Hover over any menu item within the application to see this information in a tool-tip.

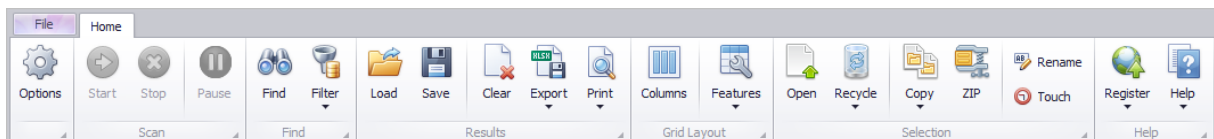
#### File Menu



File
<b>Save</b> Save current results to file.
<b>Options</b> Display the Options dialog.
<b>Exit</b> Exit DriveScan (prompts to Save if required)

#### Home Ribbon

The Home ribbon provides access to the most frequently used features, including: starting and stopping scans, working with the preview Browser and manipulating results in the grid.



Settings	Scan	Find	Results	Grid Layout	Selection	Help
<b>Options</b> Display the Options dialog.	<b>Start</b> Start a new scan.	<b>Find</b> Perform a free-text keyword search across all results.	<b>Load</b> Load existing scan results from file.	<b>Columns</b> Choose columns to display file or folder attributes.	<b>Open</b> Open / launch all selected files or folders.	<b>Register</b> Visit the DriveScan website to purchase a license key.
	<b>Stop</b> Stop a running scan.	<b>Filter</b> Filter columns by value, date ranges, minimum and max values, etc.	<b>Save</b> Save current results to file.	<b>Features</b> Show / hide grid features such as AutoSize columns, Group By, Find Panel or Filter Rows.	<b>Recycle</b> Move all selected files or folders to the Windows Recycle Bin.	<b>User Guide</b> Display the DriveScan user guide.
	<b>Pause</b> Pause / resume scanning.		<b>Clear</b> Clear existing results.		<b>Delete</b> Permanently delete all selected files or folders.	
			<b>Export</b> Export results to Excel or CSV format.		<b>Copy</b> Copies all selected files or folders to a new folder location.	



					See notes on existing and duplicate filenames below.	
			<b>Print</b> Print or print-preview results.		<b>Move</b> Copies all selected files and folders to a new folder location then deletes the originals.  See notes on existing and duplicate filenames below.	
					<b>ZIP</b> Create a ZIP archive containing selected files or folders.	
					<b>Touch</b> Update the last modified date and time of all selected files.	

## Path Selector

### Path Selector

Before a scan can begin the starting folder and scan type (files or folders) must be specified. You may optionally choose to exclude sub-folders or provide a list of file extensions to look for.

These starting options are set using the **Path Panel** and **Folder Browser** controls.

### Path Panel

Located immediately below the toolbar, the path panel is where you set:

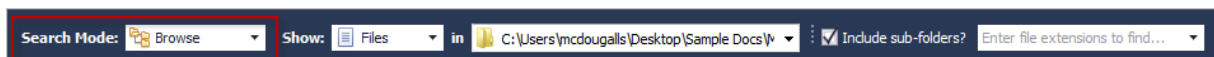
- The type of scan to perform:
- Choose the topmost folder to begin scanning from.
- Choose whether to scan within sub-folders or only the topmost folder.
- Provide a list of file extensions to scan for (all others will be ignored).



### Search Mode (Browse or Scan)

Search Mode tells EnTitle when to begin scanning a selected folder for files.

- **Browse:** Files are scanned and displayed immediately whenever the selected folder changes (similar to Windows Explorer).
- **Scan:** File are scanned and displayed only when the Start button is clicked on the toolbar ribbon.

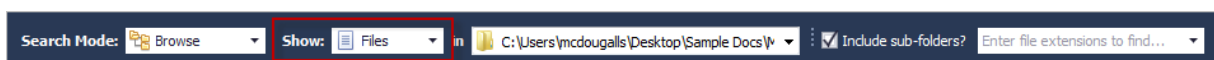


Using **Scan** mode is recommended when the **Scan sub-folders** option is selected and when working with folders which contain large numbers of files. This mode avoids unnecessary scanning while navigating folders or configuring options, such as file extension to pre-filters.

### Show (Files or Folders)

Select the type of objects to be scanned for and displayed in results:

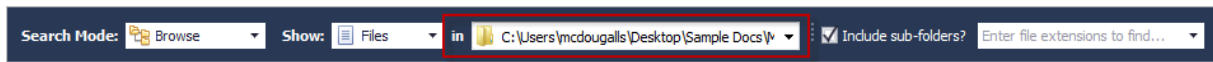
- Select **Files** to find and display files.
- Select **Folders** to find and display only folders.



### Path Selector

Specifies the starting location for scanning (the top-most folder). Begin typing a path or use the drop-down button to browse to a location.

The **Path Selector** drop-down is linked to the **Folder Browser**. When one changes, the other updates to reflect the chosen path. You can use either to browse to the starting folder for the scan.

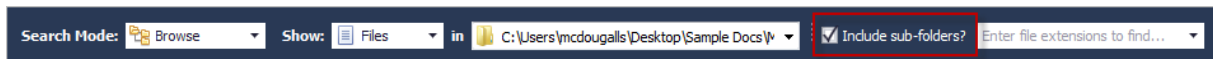


### ***Include Sub-folders***

When checked, the starting folder and all sub-folders will be recursively scanned. When unchecked, only the starting folder will be scanned.

For example, to scan the entire C:\ drive of a PC for all files:

- Enter C:\ as the starting path.
- Check the **Include Sub-Folder** option.
- Leave the **File Extensions** pre-filter box empty.

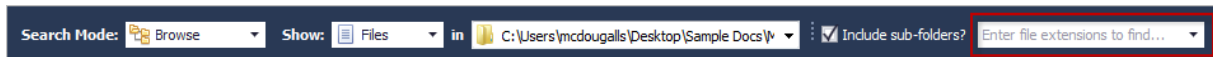


### ***File Extensions Pre-filter***

When scanning for files, result can be filtered either during or after scanning. To pre-filter results during scanning, enter a comma separated list of the file extensions you wish to find. For example, to find and display image type files you may use a filter such as \*.jpg, \*.png, \*.bmp, \*.gif. Note: The "\*" prefix is optional when specifying extensions.

Only file matching one of the extensions specified will be returned in the results.

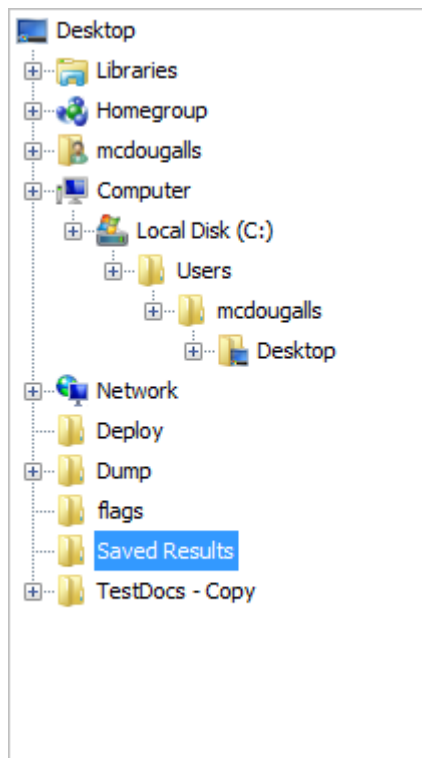
Any filters entered are saved and available again the next time DriveScan is opened. This field is disabled when scanning for folders as file extension is irrelevant.



### **Folder Browser**

The **Folder Browser** is used to specify the starting folder for a scan. Any selection made will be immediately reflected in the **Path Selector**.

The **Folder Browser** supports drag and drop operations, renaming and viewing of folder properties via right-click.



## Results Grid

### Results Grid

The Results Grid is used to display and interact with the files and folders found by scanning. Results are displayed in real-time as a the scan runs.

#### Overview

Results are displayed in an Excel-like grid with full sort, filtering, grouping and conditional format capabilities. The most common features are described below with many additional features accessible by right-clicking within the grid - such as on column headers, within cells or on group headers.

Drag a column header here to group by that column

	Name	Path	Ext...	Last Acce...	Size (KB)
▼					
	OOM Estimate.doc	Z:\Google Drive\2. ByteShif...dures\Project Management	.doc	17/08/2014	149
	Project Management Guidelines.doc	Z:\Google Drive\2. ByteShif...dures\Project Management	.doc	17/08/2014	329
	Project Plan(Excel).xls	Z:\Google Drive\2. ByteShif...dures\Project Management	.xls	17/08/2014	99
	Project Plan.mpp	Z:\Google Drive\2. ByteShif...dures\Project Management	.mpp	17/08/2014	286
	Project Terms and Conditions.doc	Z:\Google Drive\2. ByteShif...dures\Project Management	.doc	17/08/2014	152
	Requirements and Deliverables.xls	Z:\Google Drive\2. ByteShif...dures\Project Management	.xls	17/08/2014	251
	Scope Change.doc	Z:\Google Drive\2. ByteShif...dures\Project Management	.doc	17/08/2014	37
	Software Requirements Specification...	Z:\Google Drive\2. ByteShif...dures\Project Management	.doc	17/08/2014	64
	Status Reports.xls	Z:\Google Drive\2. ByteShif...dures\Project Management	.xls	17/08/2014	120
	Test Scripts.xls	Z:\Google Drive\2. ByteShif...dures\Project Management	.xls	17/08/2014	184
	UI Design Specification.vsd	Z:\Google Drive\2. ByteShif...dures\Project Management	.vsd	17/08/2014	5,060
	BSL - Company Details.docx	Z:\Google Drive\2. ByteShif...ures\Operating Procedures	.docx	17/08/2014	40
	BSL - Company Details.docx	Z:\Google Drive\2. ByteShif...ures\Operating Procedures	.docx	17/08/2014	40

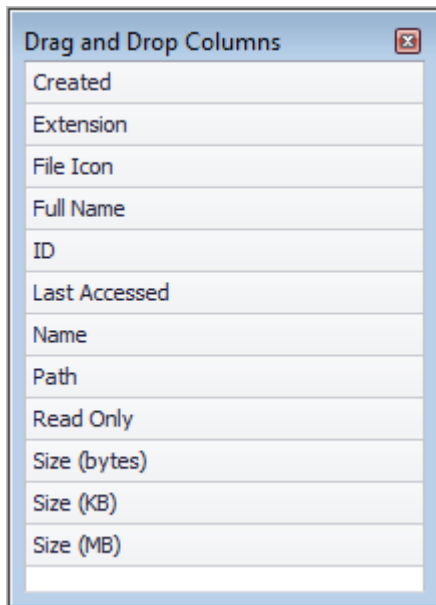
Record 1 of 31

#### Choosing Columns

Several columns are available to be shown on the grid. Each column displays different information about the files or folders displayed in the results. Several of the most frequently used columns are shown by default, with other columns added via the **Columns** button in the **Grid Layout** section of the toolbar ribbon.

##### To add columns:

1. Click the **Columns** button on the toolbar ribbon to display the list of available columns.
2. Drag a column from the pop-up window to the grid



To remove columns:

1. Click and drag a column heading off the grid. The cursor will change to a large X when the column can be dropped and removed.

## ***Opening a File or Folders***

Multiple files or folders can be opened / launched directly from the results grid.

To open a single file or folder:

- Double-click any row in the grid, or
- Select a row in the grid and click the **Open** button on the toolbar.

To open multiple files or folders:

- Select multiple rows in the grid using any of the following methods:
  - Press CTRL + A to select all rows.
  - Select the first row then press SHIFT + Click on the last row to select a sequential range.
  - Select non-adjacent rows by repeating pressing CTRL + Click on each row.
- With the rows selected, click the **Open** button on the toolbar.

Files will open in their native application on your PC (if installed). Folders will open in Windows Explorer.

## ***Filtering***

Results can be filtered in several ways:

- By typing in to the auto-filter row immediately below each column header.
- By hovering over a column header to display the drop-down filter icon then selecting a column value to filter on
- By creating a custom filter using the **Filter** button on the toolbar.

## ***Sorting***

Results are sorted by clicking on a column header. Clicking the header multiple times will toggling sorting between ascending, descending and unsorted.

### ***Grouping***

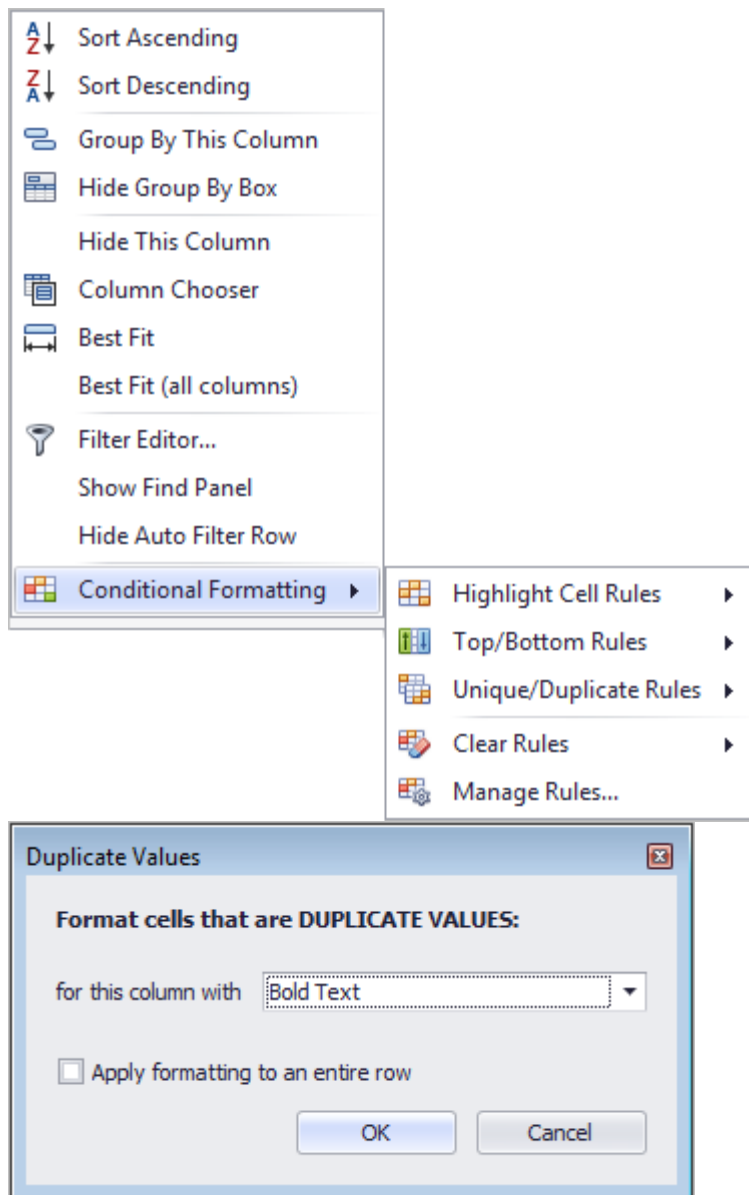
Results are grouped by dragging a column header to the **Group By** row shown immediately above the column headers. Nested groupings can be created by dragging multiple column headers to the **Group By** row. To remove a grouping, drag the column header out of the **Group By** row.

### ***Conditional Formatting***

Results can be formatted to highlight specific subsets of data such duplicates of files over a certain age or size.

To apply conditional formatting:

- Right-click on any column heading.
- From the pop-up menu select **Conditional Formatting** and then the sub-menu required (e.g. Unique/Duplicate Value Rules).
- Build and apply the required formatting conditions.



## ***Saving***

Results are saved by clicking the **Save** icon on the **Results** section of the tool ribbon. Results are save in XML format.

A single .xml file is created contains all scan results. Any filtering or grouping is ignored when saving.

## ***Loading***

Results are loaded by clicking the **Load** icon on the **Results** section of the tool ribbon then browsing to the results (.xml) file to load.

## ***Exporting***

Results can be exported for external analysis in three formats:

- Excel .xlsx format
- Excel .xls format



- Comma separated .csv format

**Note:** If you wish to preserve any conditional formatting in the export, select XLSX as the export format.

## Batch Operations

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### Batch Operations

DriveScan supports all core file and folder operations such as open, move, copy, rename, delete and recycle. It also supports creating single file archives (ZIP files) from bulk file and folder selections.

The following sections describe each operation to help you achieve the desired results.

- [Copying Files or Folders](#)
- [Moving Files or Folders](#)
- [Recycling Files or Folders](#)
- [Deleting Files or Folders](#)
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- [Touching Files](#)

## Copying Files or Folders

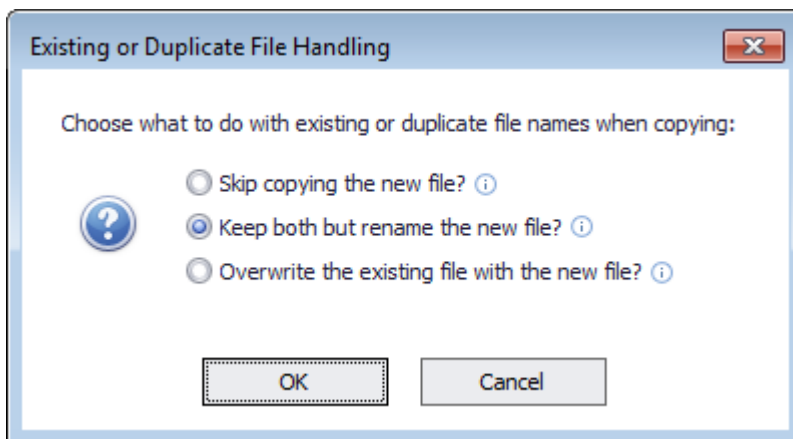
### Copying Files or Folders

Multiple files and folders can be copied from one location to another, or consolidated from several folders in to a single folder. Copying creates an exact copy of the originals and leaves the original untouched and in their original location.

To copy files or folders:

- Run a scan to retrieve the required results.
- Select the results in the grid which you wish to copy.
- Click the **Copy** button on the toolbar.
- Choose a destination folder.
- Choose how to handle existing or identically name files.

When copying files from multiple source folders in to a single destination folder DriveScan needs to know how to handle existing or duplicate filenames. Before any bulk file copy operation you will be prompted to select how you wish DriveScan to handle these files. The following dialog will be shown and offers three options:



When DriveScan encounters an existing file with the same name as a file it is trying to copy, or it has been instructed to copy multiple files with the same name in to the same folder, it will use your selection above to take one of the following actions:

Option Selected	Action Taken
Skip copying the new file?	DriveScan will skip the new file and move on to the next file to be copied.
Keep both but rename the new file?	DriveScan will append a sequential number to the end of the new file being copied to make it unique. For example: MyResume (1) .docx, MyResume (2) .docx, etc
Overwrite the existing file with the new file?	DriveScan will overwrite any existing files in the destination folder with the new file being copied in. <b>Use this option with caution when copying files which have identical names - only the last copied file of that name will remain in the destination folder as it will always overwrite any preceding files.</b> This is valid behavior in certain circumstances, such as when you wish to consolidate multiple identical files and be left with only one copy.

## Moving Files or Folder

### Moving Files or Folders

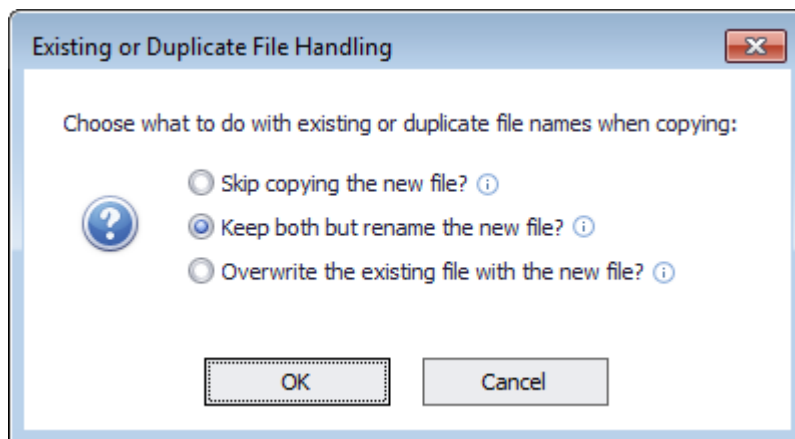
Multiple files and folders can be moved from one location to another, or consolidated from several folders in to a single folder. Moving creates an exact copy of the originals in to a new destination folder then deletes the originals.

Deletion only takes place when (1) After **all** files have been copied (2) If **all** files were copied successfully. If any file fails to copy, the deletion step for all files is skipped. This allows you to check the logs, correct the problem and try again.

To move files or folders:

- Run a scan to retrieve the required results.
- Select the results in the grid which you wish to move.
- Click the drop-down portion of the **Copy** button on the toolbar and select **Move**.
- Choose a destination folder.
- Choose how to handle existing or identically name files.

When moving files from multiple source folders in to a single destination folder DriveScan needs to know how to handle existing or duplicate filenames. Before any bulk file move operation you will be prompted to select how you wish DriveScan to handle these files. The following dialog will be shown and offers three options:



When DriveScan encounters an existing file with the same name as a file it is trying to move, or it has been instructed to move multiple files with the same name in to the same folder, it will use your selection above to take one of the following actions:

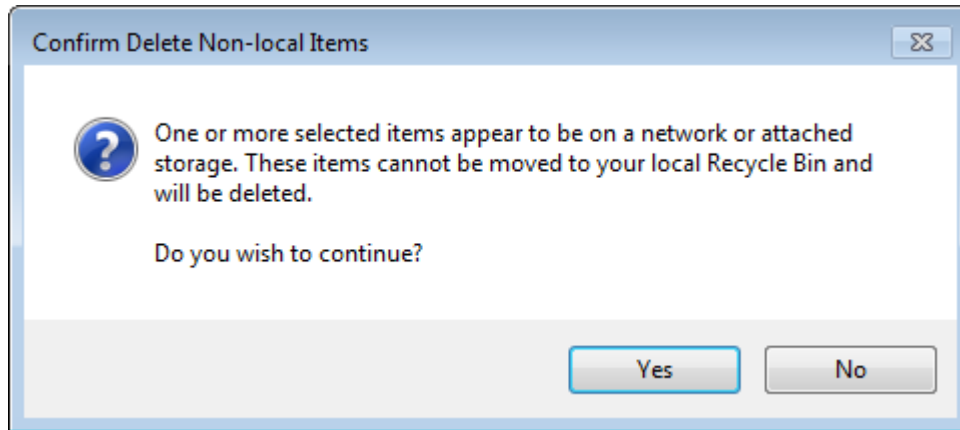
Option Selected	Action Taken
Skip copying the new file?	DriveScan will skip the new file and move on to the next file to be moved.
Keep both but rename the new file?	DriveScan will append a sequential number to the end of the new file being moved to make it unique. For example: MyResume (1) .docx, MyResume (2) .docx, etc
Overwrite the existing file with the new file?	DriveScan will overwrite any existing files in the destination folder with the new file being moved in. <b>Use this option with caution when moving files which have identical names - only the last moved file of that name will remain in the destination folder as it will always overwrite any preceding files.</b> This is valid behavior in certain circumstances, such as when you wish to consolidate multiple identical files and be left with only one copy.

## Recycling Files or Folders

### Recycling Files or Folders

DriveScan supports moving local files and folders from your PC to the recycle bin, provided they are of a type and size which Windows permits in the Recycle Bin. Most day-to-day user files can be stored in the recycle bin, some system files and very large files cannot.

File on attached storage (such as USB drives) and network files (such as those on a company file share or storage area network) cannot be stored in your PCs Recycle Bin. DriveScan performs a check prior to recycling and will warn you if you are attempting to recycle network files.



If you choose to proceed, all non-local files encountered during recycling will be permanently deleted. If you do require to store them in your local Recycle Bin, first move them to a folder on your PC then recycle them.

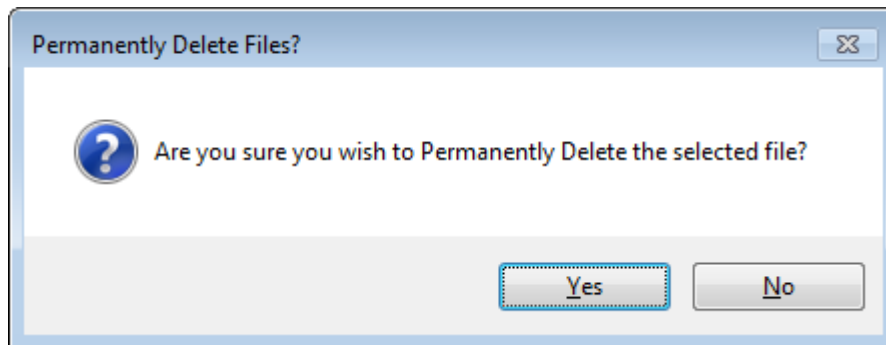
## Deleting Files or Folders

### Deleting Files or Folders

DriveScan supports permanently deleting multiple files or folders.

To delete files or folders:

- Run a scan to retrieve the required results.
- Select the results in the grid which you wish to move.
- Click the drop-down portion of the **Recycle** button on the toolbar and select **Delete Permanently**.
- Click **Yes** when asked to confirm the deletion.



## Zippping Files or Folders

### Archiving (ZIPing) Files or Folders

DriveScan supports copy multiple files or an entire folder structure to a single ZIP file.

To create a ZIP file containing files :

- Run a scan to retrieve the required files.
- Select the results in the grid which you wish to ZIP.
- Click the **ZIP** button on the toolbar.
- Choose a location to create the new ZIP file and click **Save**.

To create a ZIP file containing a folder structure:

- Run a scan to retrieve the required folders.
- Select a single folder in the grid which you wish to ZIP.
- Click the **ZIP** button on the toolbar.
- Choose a location to create the new ZIP file and click **Save**.

## Bulk Renaming Files

### Bulk Renaming Files

DriveScan supports bulk renaming of files, including recursive cross-directory renaming.

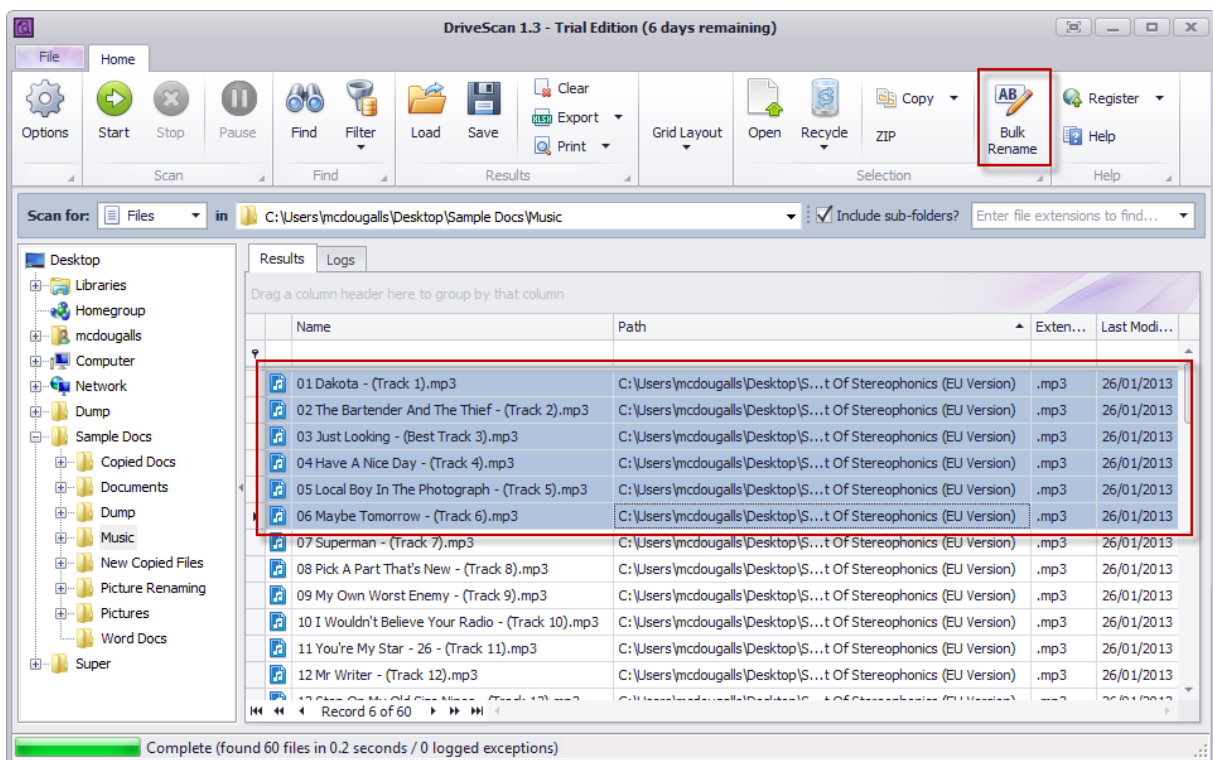
The recommended approach to renaming, as with any major bulk file operation, is to:

1. Make a copy of the files (or take a full backup and test it can be restored).
2. Perform the rename operation on the copied files.
3. Delete the original files when you're happy with the renamed copies.

### General Approach

Bulk renaming files follows the same pattern as all other bulk operations in DriveScan:

1. Scan a folder location to find the files to work with.
2. Optionally group, sort and filter the search results.
3. Select the rows in the results grid to operate on.
4. Click the **Batch Rename** button on the toolbar ribbon.



### Rename Files Dialog

The **Rename Files** dialog is where you specify the **Renaming Pattern** for the new file name as well as any optional rules to be applied during the operation (such as changing the case of the file name or finding and replacing text).


### Renaming Rules

Renaming rules control how each file selected in the main results grid will be renamed. The only mandatory field is **Rename Pattern**, which tells DriveScan which portions of the existing file name to reuse and any new literal text or numeric sequences to insert. By default, the pattern <NAME>.<EXT> is displayed which will leave the file name unchanged, but allows for optional rules such as **Change Case** or **Find and Replace** to be applied.



Rename Files

How to Bulk Rename Files



This screen helps you configure the rules to bulk rename all files selected in the main results grid.

- (1) Combine freetext with the pattern codes below to create a file renaming pattern.
- (2) Click the [Refresh Preview] button to see how your changes will look.
- (3) Click [OK] when you are ready to continue.

Renaming Rules

Rename Pattern: <NAME>. <EXT>

Find & Replace:

Old Text

with

New Text

☒ Simple Text Replace
 ☐ RegEx Pattern Replace
 [RegEx Quick Reference \(MSDN\)](#)

Change Case:

No change

Sequence Start:

1

Rename Preview

Before	After
01 Dakota - (Track 1).mp3	01 Dakota - (Track 1).mp3
02 The Bartender And The Thief - (Track 2).mp3	02 The Bartender And The Thief - (Track 2).mp3
03 Just Looking - (Best Track 3).mp3	03 Just Looking - (Best Track 3).mp3
04 Have A Nice Day - (Track 4).mp3	04 Have A Nice Day - (Track 4).mp3
05 Local Boy In The Photograph - (Track 5).mp3	05 Local Boy In The Photograph - (Track 5).mp3
06 Maybe Tomorrow - (Track 6).mp3	06 Maybe Tomorrow - (Track 6).mp3

Quick Reference

Pattern Codes:

<NAME> = Inserts the current file name

<#> = Inserts a sequence number

<EXT> = Inserts the current file extension

Rename Pattern Examples:

For an existing file called: MyReport.docx

<NAME>\_<#>.<EXT> = MyReport\_1.docx

<#> - <NAME>.<EXT> = 1 - MyReport.docx

New Report <#>.xlsx = New Report 1.xlsx

Find & Replace:

Simple Text Replace: Find and replace exact, literal string matches within the filename (Case Sensitive, ignores extension).

RegEx Pattern Replace: Find and replace text within the filename using a Regular Expression match pattern (Case Insensitive, ignores extension).

Change Case:

Change the case of the new filename (excluding the extension).

6 file(s) selected.

Clear Rules

Refresh Preview

OK

Cancel

Feature	Description
<b>Rename Pattern</b>	<p>A combination of literal text and one or more Pattern Codes which together are used to build up the new name of each file to be renamed.</p> <p>DriveScan currently support three pattern codes:</p> <p>&lt;NAME&gt; Inserts the existing file name in to the new file name at the position where &lt;NAME&gt; appears in the pattern code.</p> <p>&lt;EXT&gt; Inserts the existing file extension in to the new file name at the position where &lt;EXT&gt; appears in the pattern code.</p> <p>&lt;#&gt; Inserts an incrementing numeric sequence in to the new file name at the position where &lt;#&gt; appears in the pattern code.</p>
<b>Find &amp; Replace</b>	<p>Allows text or patterns in a file name to be replaced with new values.</p> <p>Find and Replace can operate in two modes:</p> <p><b>Simple Text Replace</b> Exact text matches for the value specified in the <b>Old Text</b> field will be replaced with the value in the <b>New Text</b> field. Simple text replaces <u>are</u> case sensitive (so MUSIC and music are not considered to be the same).</p> <p>To remove text from a file name, enter the text to find on the Old Text field and leave the New Text field empty.</p> <p><b>RegEx Pattern Replace</b> Allows more complex regular expression replace patterns to be used. Such as replacing specific character sequences or text between parenthesis. For more information on regular expressions, see this <a href="#">MSDN article</a> or search the web for 'RegEx Replace Examples'. RegEx Pattern Replacements are not case sensitive.</p> <p><b>Note:</b> Find and Replace operations are performed <u>after</u> any case changes, so be sure to specify the <b>Old Text</b> value to find in the new case format.</p>
<b>Change Case</b>	Allows changing of the new file name to UPPER CASE, lower case or Title Case as required.
<b>Sequence Start</b>	The starting sequence number to be used when the <#> pattern code is used. The first renamed file will start with the sequence number specified and will be incremented by 1 for each subsequent file.

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## Rename Preview Grid

**Rename Files**

**How to Bulk Rename Files**

This screen helps you configure the rules to bulk rename all files selected in the main results grid.

- (1) Combine freetext with the pattern codes below to create a file renaming pattern.
- (2) Click the [Refresh Preview] button to see how your changes will look.
- (3) Click [OK] when you are ready to continue.

**Renaming Rules**

Rename Pattern:

Find & Replace:  with

☒ Simple Text Replace ☐ RegEx Pattern Replace [RegEx Quick Reference \(MSDN\)](#)

Change Case:  Sequence Start:

**Rename Preview**

Before	After
01 Dakota - (Track 1).mp3	01 DAKOTA - (Track 01).mp3
02 The Bartender And The Thief - (Track 2).mp3	02 THE BARTENDER AND THE THIEF - (Track 02).mp3
03 Just Looking - (Best Track 3).mp3	03 JUST LOOKING - (BEST Track 03).mp3
04 Have A Nice Day - (Track 4).mp3	04 HAVE A NICE DAY - (Track 04).mp3
05 Local Boy In The Photograph - (Track 5).mp3	05 LOCAL BOY IN THE PHOTOGRAPH - (Track 05).mp3
06 Maybe Tomorrow - (Track 6).mp3	06 MAYBE TOMORROW - (Track 06).mp3

6 file(s) selected.

**Quick Reference**

Pattern Codes:

<NAME> = Inserts the current file name  
 <#> = Inserts a sequence number  
 <EXT> = Inserts the current file extension

Rename Pattern Examples:

For an existing file called: MyReport.docx  
 <NAME>\_<#>. <EXT> = MyReport\_1.docx  
 <#> - <NAME>. <EXT> = 1 - MyReport.docx  
 New Report <#>.xlsx = New Report 1.xlsx

Find Replace:

Simple Text Replace: Find and replace exact, literal string matches within the filename (Case Sensitive, ignores extension).

RegEx Pattern Replace: Find and replace text within the filename using a Regular Expression match pattern (Case Insensitive, ignores extension).

Change Case:

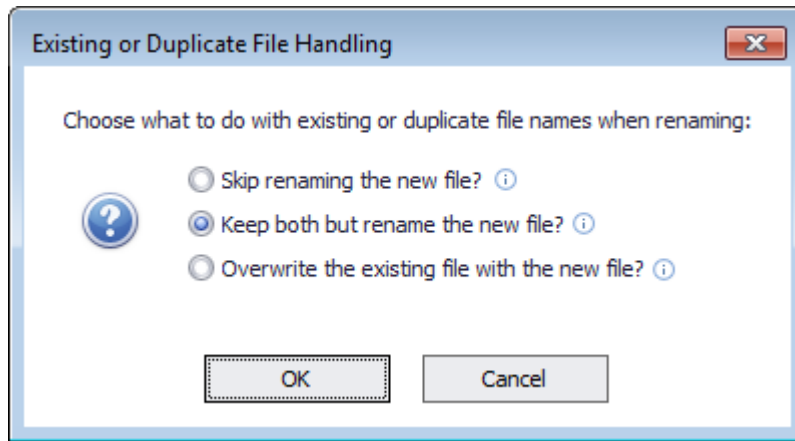
Change the case of the new filename (excluding the extension).

Feature	Description
<b>Rename Preview</b>	Shows how the files selected for renaming current appear, and how they will look after the renaming rules have been applied. This is a guide only and does not guarantee the rename operation will be successful (e.g. if files are in use, locked or have been moved or renamed since the search results were obtained).
<b>Clear Rules</b>	Clears all Renaming Rules and sets the Rename Pattern back to its default value of <NAME>. <EXT>
<b>Refresh Preview</b>	Refreshes all rows in the Rename Preview grid using the current Renaming Rules.

## Renaming Files

When you are ready to proceed and rename the files on the file system, click the **OK** button.

Before beginning the rename operation DriveScan needs to know how to handle any existing or duplicate filenames it may encounter. You will be prompted to select an action to apply to all duplicate names while the operation runs. The following dialog will offer you three options:



When DriveScan encounters an existing file with the same name as a file it is trying to rename, it will use your selection above to take one of the following actions:

Option Selected	Action Taken
Skip copying the new file?	DriveScan will skip the current file and move on to the next file to be renamed.
Keep both but rename the new file?	DriveScan will append a sequential number to the end of the new file being renamed to make it unique. For example: MyResume (1) .docx, MyResume (2) .docx, etc. If existing file names already contain sequences, this may result in double sequences appearing in file names (e.g. MyResume (1) (2) .docx) . Existing sequences should be removed first.
Overwrite the existing file with the new file?	DriveScan will overwrite any existing files in the destination folder with the new file being copied in. <b>Use this option with caution when renaming files with a pattern which will result in identical names - only the last renamed file of that name will remain in the destination folder!</b> Any files overwritten as part of a bulk rename operation will be moved to the Recycle Bin rather than deleted (whenever possible).

## Renaming Files Inline

### Renaming Files In-line (within search results)

DriveScan supports renaming files directly within the main search results grid.

To rename a single file:

- Search to display the file(a) for renaming in the results grid.
- Click once in the Name column to active it.
- Click again a moment later to place the cell in edit mode (denoted by a small pencil icon).
- Over-type the name and press Return or click elsewhere on the grid.

Drag a column header here to group by that column

	Name	Path	Extension	Last Modified	Size (KB)
▼					
	01 Dakota - (Track 1).mp3	C:\Users\mcdougalls\Desktop\Sample D...Sun - Best Of Stereophonics (EU Version)	.mp3	26/01/2013	12,016
	02 The Bartender And The Thi...	C:\Users\mcdougalls\Desktop\Sample D...Sun - Best Of Stereophonics (EU Version)	.mp3	26/01/2013	7,070
	03 Just Looking - (Best Track 3...	C:\Users\mcdougalls\Desktop\Sample D...Sun - Best Of Stereophonics (EU Version)	.mp3	26/01/2013	10,237
	04 Have A Nice Day - (Track 4...	C:\Users\mcdougalls\Desktop\Sample D...Sun - Best Of Stereophonics (EU Version)	.mp3	26/01/2013	8,258
	05 Local Boy In The Photograp...	C:\Users\mcdougalls\Desktop\Sample D...Sun - Best Of Stereophonics (EU Version)	.mp3	26/01/2013	8,058
	06 Maybe Tomorrow - (Track 6...	C:\Users\mcdougalls\Desktop\Sample D...Sun - Best Of Stereophonics (EU Version)	.mp3	26/01/2013	11,011
	07 Superman - (Track 007).mp3	C:\Users\mcdougalls\Desktop\Sample D...Sun - Best Of Stereophonics (EU Version)	.mp3	26/01/2013	9,391
	08 Pick A Part That's New - (Tr...	C:\Users\mcdougalls\Desktop\Sample D...Sun - Best Of Stereophonics (EU Version)	.mp3	26/01/2013	8,597
	09 My Own Worst Enemy - (Tr...	C:\Users\mcdougalls\Desktop\Sample D...Sun - Best Of Stereophonics (EU Version)	.mp3	26/01/2013	8,695
	10 I Wouldn't Believe Your Ra...	C:\Users\mcdougalls\Desktop\Sample D...Sun - Best Of Stereophonics (EU Version)	.mp3	26/01/2013	9,011
	11 You're My Star - 26 - (Track...	C:\Users\mcdougalls\Desktop\Sample D...Sun - Best Of Stereophonics (EU Version)	.mp3	26/01/2013	10,881
	12 Mr Writer - (Track 12).mp3	C:\Users\mcdougalls\Desktop\Sample D...Sun - Best Of Stereophonics (EU Version)	.mp3	26/01/2013	10,745
	13 Step On My Old Size Nines ...	C:\Users\mcdougalls\Desktop\Sample D...Sun - Best Of Stereophonics (EU Version)	.mp3	26/01/2013	9,552
	14 Devil - (Track 14).mp3	C:\Users\mcdougalls\Desktop\Sample D...Sun - Best Of Stereophonics (EU Version)	.mp3	26/01/2013	11,264
	15 It Means Nothing - (Track 1...	C:\Users\mcdougalls\Desktop\Sample D...Sun - Best Of Stereophonics (EU Version)	.mp3	26/01/2013	9,117

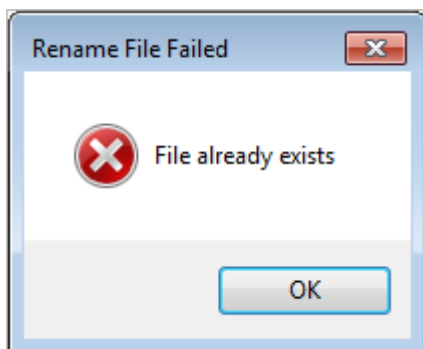
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### File Name Validation

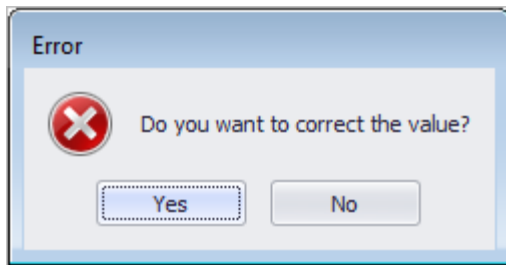
The new file name will be validated before applied. If no problems are detected the underlying file will be renamed and the cell will exit edit mode.

### Duplicate File Name Check

If the name change would result in two files with the same name in the same folder, the following warning will be displayed:



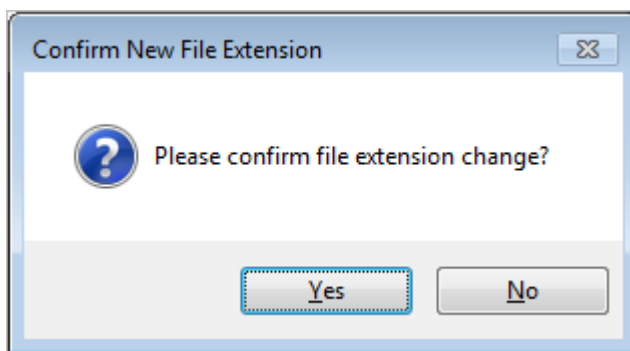
After clicking OK, you are presented with a choice to return to edit mode and correct the error or undo any changes:



- Click **Yes** to continue editing and provide a unique name.
- Click **No** to abandon the rename operation and leave the file name unchanged.

### File Extension Change Check

If you attempt to change the file extension while renaming a file, the following confirmation prompt will be displayed:



- Click **Yes** to continue renaming the file and change its extension.
- Click **No** to cancel the renaming operation and optionally return to edit mode to make corrections.

## Touching Files

### Touching Files (update the last modified date/time)

DriveScan supports bulk updating of the last modified date and time for multiple files (touching).

To touch multiple files:

1. Scan a folder location to find the files to work with.
2. Optionally group, sort and filter the search results.
3. Select the rows in the results grid to operate on.
4. Click the **Touch** button on the toolbar ribbon.

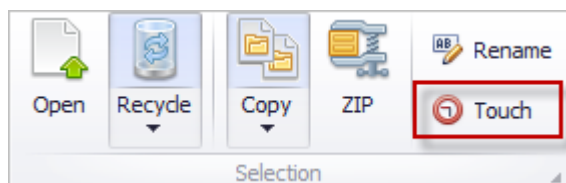
After scanning, select the files to touch within the results grid. Use any combination of [SHIFT + Click] and [CTRL + Click] to make extended selections, or press [CTRL + A] to select all rows.

Drag a column header here to group by that column

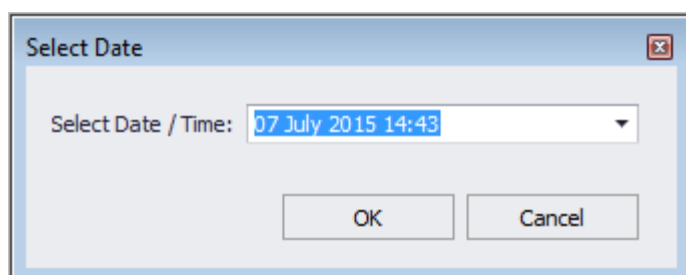
	Name	Path	Extension	Last Modified
01	dakota.mp3	C:\Users\mcdougalls\Desktop\Sam...est Of Stereophonics (EU Version)	.mp3	06/07/2015
02	the bartender and the t...	C:\Users\mcdougalls\Desktop\Sam...est Of Stereophonics (EU Version)	.mp3	06/07/2015
03	just looking.mp3	C:\Users\mcdougalls\Desktop\Sam...est Of Stereophonics (EU Version)	.mp3	06/07/2015
04	have a nice day.mp3	C:\Users\mcdougalls\Desktop\Sam...est Of Stereophonics (EU Version)	.mp3	06/07/2015
05	local boy in the photogr...	C:\Users\mcdougalls\Desktop\Sam...est Of Stereophonics (EU Version)	.mp3	06/07/2015
06	maybe tomorrow.mp3	C:\Users\mcdougalls\Desktop\Sam...est Of Stereophonics (EU Version)	.mp3	06/07/2015
07	superman.mp3	C:\Users\mcdougalls\Desktop\Sam...est Of Stereophonics (EU Version)	.mp3	06/07/2015
08	pick a part that's new.mp3	C:\Users\mcdougalls\Desktop\Sam...est Of Stereophonics (EU Version)	.mp3	06/07/2015
09	my own worst enemy.mp3	C:\Users\mcdougalls\Desktop\Sam...est Of Stereophonics (EU Version)	.mp3	06/07/2015
10	i wouldn't believe your r...	C:\Users\mcdougalls\Desktop\Sam...est Of Stereophonics (EU Version)	.mp3	06/07/2015
11	you're my star - 26.mp3	C:\Users\mcdougalls\Desktop\Sam...est Of Stereophonics (EU Version)	.mp3	06/07/2015
12	mr writer.mp3	C:\Users\mcdougalls\Desktop\Sam...est Of Stereophonics (EU Version)	.mp3	06/07/2015
13	step on my old size nine	C:\Users\mcdougalls\Desktop\Sam...est Of Stereophonics (EU Version)	.mp3	06/07/2015

Record 6 of 60

Click the **Touch** icon on the toolbar ribbon.



Enter the new last modified date and time to assign to the selected files and click **OK**. The default is the current system date and time.



The selected files are updated on the file-system and the corresponding rows refreshed in the results grid.

Drag a column header here to group by that column

	Name	Path	Extension	Last Modified
▼				
▶	01 dakota.mp3	C:\Users\mcdougalls\Desktop\Sample Do...Sun - Best Of Stereophonics (EU Version)	.mp3	07/07/2015
	02 the bartender and the thief....	C:\Users\mcdougalls\Desktop\Sample Do...Sun - Best Of Stereophonics (EU Version)	.mp3	07/07/2015
	03 just looking.mp3	C:\Users\mcdougalls\Desktop\Sample Do...Sun - Best Of Stereophonics (EU Version)	.mp3	07/07/2015
	04 have a nice day.mp3	C:\Users\mcdougalls\Desktop\Sample Do...Sun - Best Of Stereophonics (EU Version)	.mp3	07/07/2015
	05 local boy in the photograph....	C:\Users\mcdougalls\Desktop\Sample Do...Sun - Best Of Stereophonics (EU Version)	.mp3	07/07/2015
	06 maybe tomorrow.mp3	C:\Users\mcdougalls\Desktop\Sample Do...Sun - Best Of Stereophonics (EU Version)	.mp3	07/07/2015
	07 superman.mp3	C:\Users\mcdougalls\Desktop\Sample Do...Sun - Best Of Stereophonics (EU Version)	.mp3	06/07/2015
	08 pick a part that's new.mp3	C:\Users\mcdougalls\Desktop\Sample Do...Sun - Best Of Stereophonics (EU Version)	.mp3	06/07/2015
	09 my own worst enemy.mp3	C:\Users\mcdougalls\Desktop\Sample Do...Sun - Best Of Stereophonics (EU Version)	.mp3	06/07/2015
	10 i wouldn't believe your radio....	C:\Users\mcdougalls\Desktop\Sample Do...Sun - Best Of Stereophonics (EU Version)	.mp3	06/07/2015
	11 you're my star - 26.mp3	C:\Users\mcdougalls\Desktop\Sample Do...Sun - Best Of Stereophonics (EU Version)	.mp3	06/07/2015
	12 mr writer.mp3	C:\Users\mcdougalls\Desktop\Sample Do...Sun - Best Of Stereophonics (EU Version)	.mp3	06/07/2015
	13 star as my old friend since mp3	C:\Users\mcdougalls\Desktop\Sample Do...Sun - Best Of Stereophonics (EU Version)	.mp3	06/07/2015

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## Options

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### Options

- [Application Options](#)
- [Licensing](#)



## Application Options

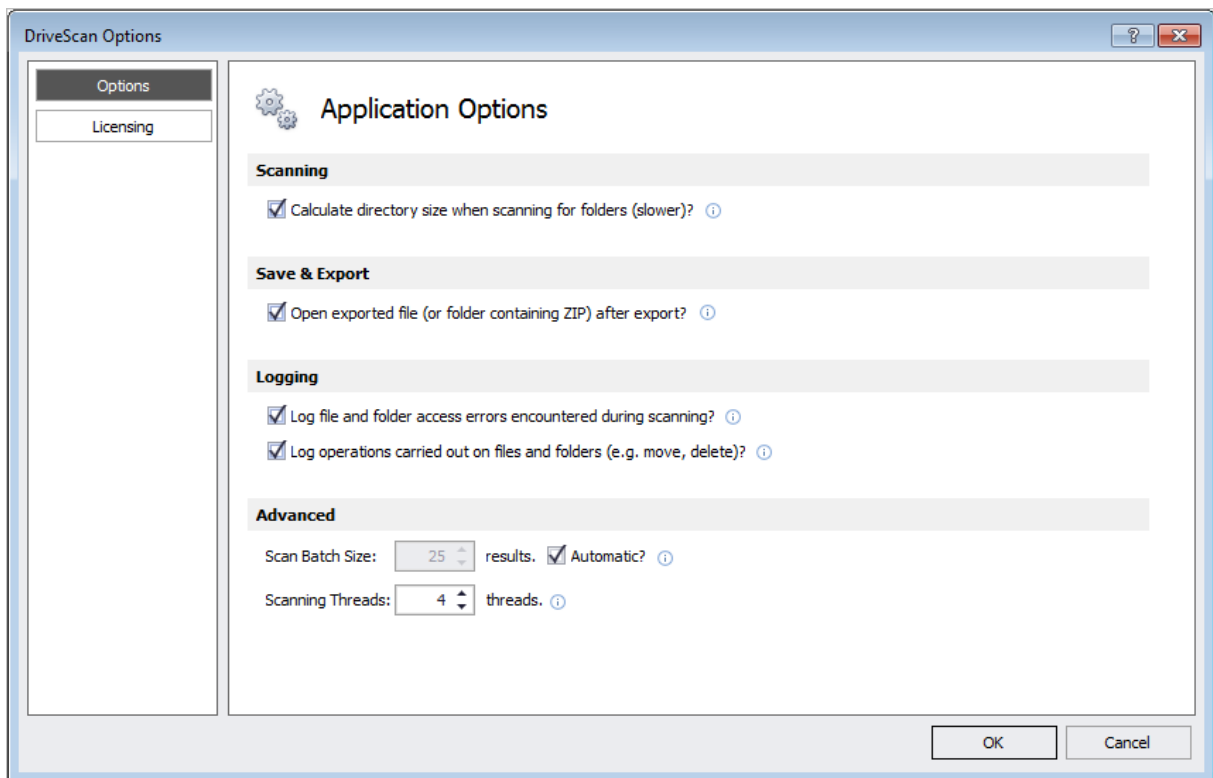
### Application Options

To display Application Options window click the **Options** button on the toolbar ribbon.

Options should be configured before starting a scan and are saved between DriveScan sessions. Several options can be changed while a scan is in progress (such as logging) and will take immediate effect. Options which cannot be changed during a scan are grayed out while a scanning is in progress.

#### Overview

Option changes take effect as soon as the **OK** button is clicked to close the window. To disregard any changes, click the **Cancel** button.



#### Scanning

Option	Description	Note
<b>Calculate directory size when scanning for folders (slower)?</b>	When scanning for Folders and this options is selected, DriveScan will calculate and display the combined size of all files in the folder and all sub-folders.	<p>Selecting this option will significantly increase the time taken to scan for Folders.</p> <p>It is not recommended to use this option on large folders such as 'C:\' or any other folder containing huge numbers of files due to the time taken to analyze the contents.</p>

#### Save & Export

Option	Description	Note
<b>Open exported file (or folder containing ZIP) after export?</b>	Select this option to launch the newly exported file in Excel (or other native application) when the export has completed.	

	Or, to open the folder containing the new ZIP archive after creation.	
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## Logging

Option	Description	Note
<b>Log file and folder access errors encountered during scanning?</b>	When selected DriveScan will add entries to the 'Scanning Errors' log whenever it encounters a problem accessing a file or folder during a scan.	For example: 'Access Denied' or 'File Not Found'.
<b>Log operations carried out on files and folders (e.g. move, delete)?</b>	Log operations carried out on files and folders/When selected DriveScan will add entries to the 'File & Folder Operations' log each time it performs a move, copy, delete, recycle or archive operation on any files or folders.	

## Advanced

Option	Description	Note
<b>Scan Batch Size</b>	The number of files or folders DriveScan will process during scanning before updating results to the main grid.  This option is ignored when the Automatic Scan Batch Size option is checked. See below.	A higher number results in faster scanning but memory usage and progress are displayed less often.
<b>Automatic Scan Batch Size</b>	Select 'Automatic' to have DriveScan determine the optimal batch size automatically based on scan type, likely folder depth and filter options.	
<b>Scanning Threads</b>	The number of background CPU threads dedicated to scanning Files and Folders.	It is recommended to use a low number of threads (e.g. 4). Scanning performance will be determined by the speed of the drive being analyzed and the number of available CPU.  Increasing this number too high may result in slower scanning times and take longer and exert unnecessary strain on the system.

## Licensing

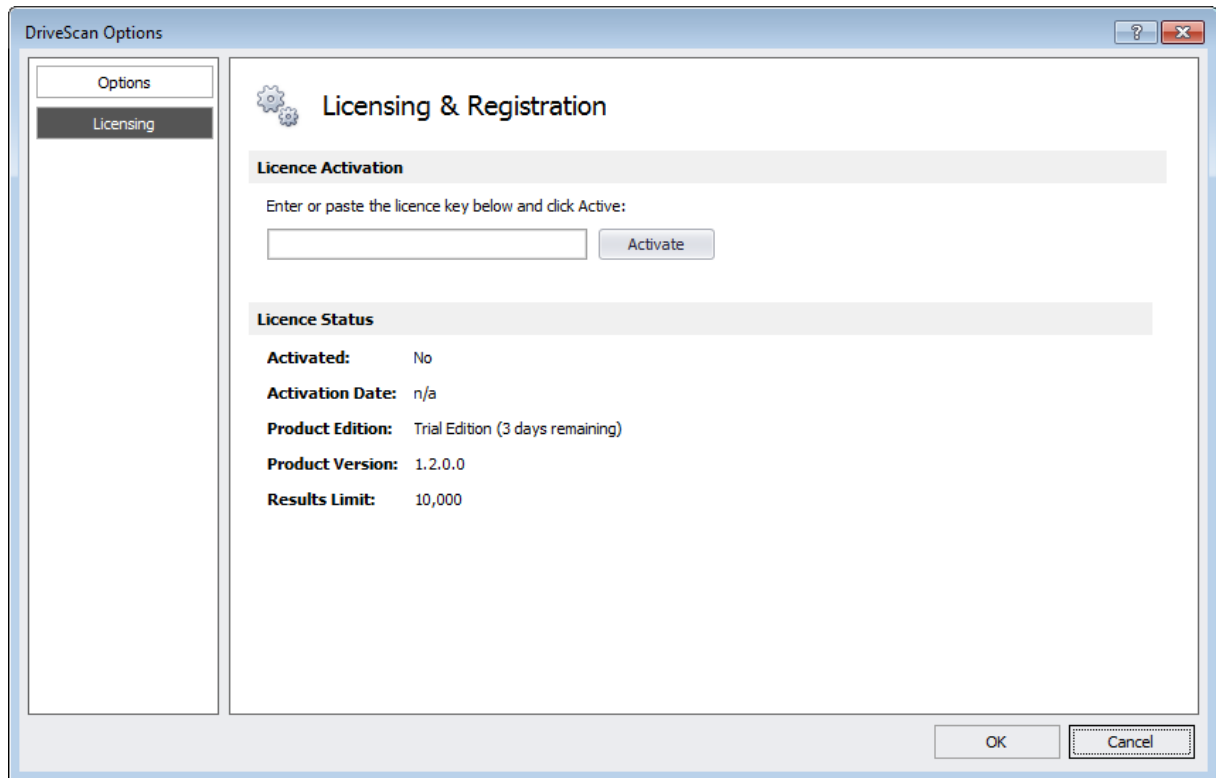
### Licensing & Registration

To display the Licensing and Registration screen, either:

- click the **Options** button on the toolbar ribbon then click the **Licensing** button on the Options pop-up window
- click the **Enter License Key** option from the **Register** button on the toolbar ribbon

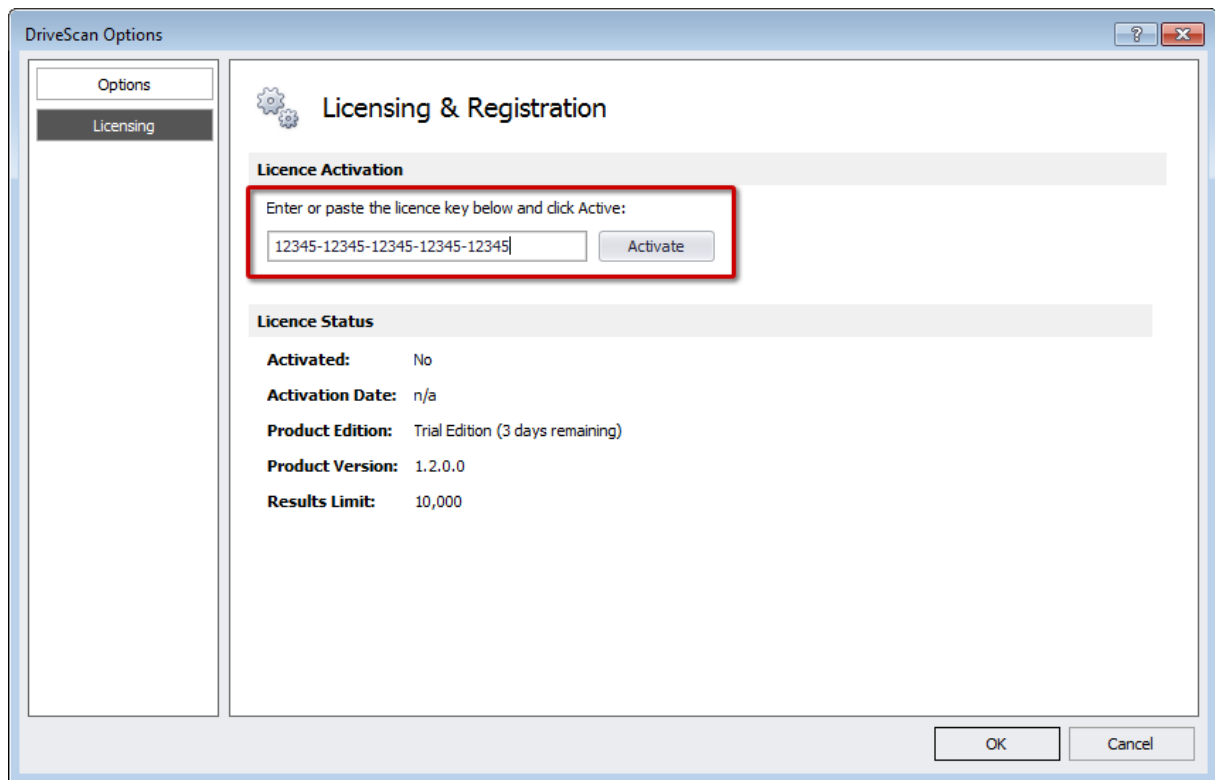
### Overview

The Licensing and Registration options screen provides information on the current DriveScan edition and license status. Product activation and edition upgrades are performed on this screen.



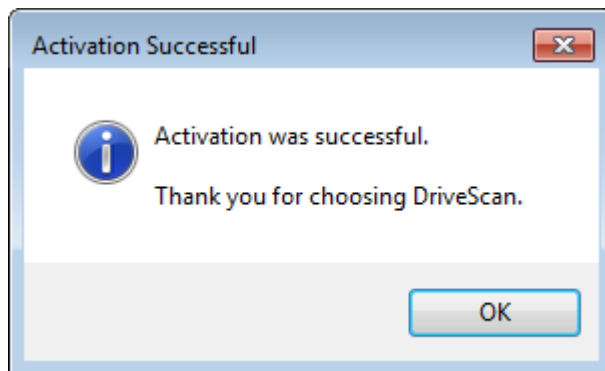
### Activating or Upgrading DriveScan

Activation and upgrade follow the same process:



1. Copy the license key from your order confirmation email to the Windows clipboard.
2. Paste the key in to the text box adjacent to the **Activate** button.
3. Click the **Activate** button.

The license key will then be validated and if successful a similar to the following will be displayed:



Current activation status and edition information can be viewed at any time:

